



3/25/2008

CVCN and K-12 Video Conference Scheduling Procedures

The document is intended for all Commonwealth Video Conferencing Network (CVCN) users; both first time and experienced video conferencing users. Every user must be registered with a GateKeeper in order to traverse their firewall and to utilize the CVCN dialing standard. Once registered, the Scheduling Procedures apply to all state, video conferencing end users.

1. All K-12 End Users (individual video conferencing codec) must be registered with the OET GateKeeper in order to utilize KEN for video conferencing. All other users must be registered with one of the other GateKeepers on the CVCN.

a. Procedure to Register with GateKeeper

- i. Request registration via e-mail to gotvideoconferencing@ky.gov and provide:
 1. Unique four (4) digit number to identify the codec
 2. Unique Name for codec
 3. DHCP IP address of codec
 4. Contact information (name and phone number)
- ii. CODEC MUST BE TURNED ON
- iii. **Or** - Call CVCN Support Center at 502-564-9411 and ask to register a system.
- iv. After registration is confirmed by CVCN Support Center, Codec may be turned off.

2. Scheduling a Video Conference – Point-to-Point or Multi-Point (IF CVCN SUPPORT IS NEEDED)

- a. Access www.kyvideo.org and click on Button “Schedule a Conference. See attachment A
- b. Complete CVCN/COT Video Conference request Form. See Attachment B
- c. Click “Submit” at the bottom of the form after the Site Listing
 - i. If a site is not on the list, add it in the “Note” box.
- d. Indicate in the “Note” box if you intend to schedule an Internet 2 conference
- e. **Or** contact the CVCN Video Conferencing Support Center at 502-564-9411 and ask to set up a conference, either AD HOC or scheduled.

- f. **ALL** Internet 2 conferences must be scheduled through the CVCN Support Center.
- g. **Note:** It is not mandatory to schedule a Commodity Internet 1 point-to-point video conference with the CVCN Support Center, if you are experienced with video conferencing; however, we recommend continuing to schedule a point-to-point conference through the CVCN Support Center in order to receive technical support, if you should have problems during your conference.

3. Scheduling Point-to-Point Video Conference

- a. This may be done at anytime without CVCN Support Center involvement.

4. Scheduling Multi-Point Video Conference within a District – ad hoc

- a. One Time Only – Contact CVCN Support Center and request a Meeting Room (7 digit number) be assigned to your District. This Meeting Room number will be available to you 24x7, providing you ad hoc capability for video conferencing without any CVCN Support Center involvement; but, is available, if needed.

5. Preparing for the Video Conference

- a. CVCN Support Center will set-up the video conference on the MCU.
 - i. If scheduling a **MAGPI** event
 - 1. Requestor must register with MAGPI for event
 - 2. MAGPI will return to requester a form with event Date and Time, and testing date and time information.
 - 3. Forward MAGPI form via e-mail to gotvideoconferencing@ky.gov
 - 4. CVCN Support Center will send confirmation with specifics, back to requestor.
- b. CVCN Support Center will schedule a Test with all parties, prior to the actual video conference.
- c. CVCN Support Center will provide appropriate Video Conference dial-in procedures to each party. (seven digit number, IP address, etc.)

6. Successful Video Conference

Visit <http://www.kn.att.com/wired/vidconf/vidconf.html>.

- a. This site will provide all the information you will need for a successful Video Conference. It will also provide many additional resources available for video conferencing systems and the benefits for K-12.
- b. Valuable K-12 sites:
 - <http://www.magpi.net/programs/index.html>
 - www.cilc.org
 - <http://www.twice.cc/>
 - <http://www.centernet2.com/>
 - <http://i2.ky.gov/>

Attachment A.



Attachment B.

CVCN/COT Videoconference Request Form

NOTE: This form goes to COT in Frankfort, which will distribute it to the appropriate hubs. If you have technical problems with this form, please call the COT Video Conferencing Center (502) 564-9411.

Last updated: Wednesday, 10-Nov-2004 08:52:29 EST

Requester Information

This section is for listing the contact person for the requested program—the person who can be called with questions concerning the topic as well as the date(s) and time(s).

All information in this section is *required*.

Contact Name:	<input type="text"/>
Contact Organization:	<input type="text"/>
Contact Telephone Number:	<input type="text"/>
Contact E-Mail Address:	<input type="text"/>

Program Information

This section is for the actual meeting date(s) and time(s). Please fill out each item as completely as possible.

Program Title:	<input type="text"/>
Date Needed:	<input type="text" value="01"/> <input type="text" value="Jan"/> <input type="text" value="2007"/> (For multiple meetings, list the first date needed.)
Start Time Needed:	<input type="text" value="1"/> <input type="text" value="00"/> <input type="checkbox"/> am <input type="checkbox"/> pm (Eastern Time)
End Time	<input type="text" value="1"/> <input type="text" value="00"/> <input type="checkbox"/> am <input type="checkbox"/> pm (Eastern Time)

Needed:	
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The following information is for multiple meeting dates ONLY.

You may skip to the next section if the meeting is for one date only.

This meeting will occur <i>(choose the appropriate frequency):</i>	Day(s) of the week the session will meet <i>(click all that apply):</i>
<input type="checkbox"/> One Time	
<input type="checkbox"/> Once a week	<input type="checkbox"/> Monday
<input type="checkbox"/> Every two weeks	<input type="checkbox"/> Tuesday
<input type="checkbox"/> Once a month	<input type="checkbox"/> Wednesday
<input type="checkbox"/> Once a month on a specific day	<input type="checkbox"/> Thursday
<input type="checkbox"/> Once a month on a specific date	<input type="checkbox"/> Friday
<input type="checkbox"/> An entire semester	<input type="checkbox"/> Saturday
<input type="checkbox"/> Other recurring dates	<input type="checkbox"/> Sunday

Additional Dates: Use this box to enter all other dates on which this meeting will occur, separated by commas.

NOTE

- The University of Louisville Compressed Video Network is shut down every Friday evening from 1800 to 0000 ET for preventive maintenance. Please keep this in mind when scheduling meetings/classes.

Connection Information

Note: Put a check mark in the box next to the room(s) you would like to reserve.

CVCN Rooms in Site Code Order—please consult the [full site listing](#) for complete room details.

- ☐ CO-Bell Co For Camp, Department of Corrections, Bell County Forestry Camp, Rt 2, Pineville
- ☐ CO-Blackburn CC, Department of Corrections, Blackburn Correctional Complex, 3111 Spur Road, Lexington
- ☐ CO-Central Office G2, Corrections—Central Office, Health Service Building, Basement, Rm G-2, Frankfort
- ☐ CO-Central Office G7, Corrections—Central Office, Health Service Building, Basement, Rm G-7, Frankfort
- ☐ CO-Cor Training, LV, Department of Corrections, Correction Training, 312 Whittington Parkway, Louisville
- ☐ CO-EKCC #2, Department of Corrections, Eastern Kentucky Correctional Complex, #2, US 460 Index Hill, West Liberty
- ☐ CO-EKCC Parole Bd Rm, Department of Corrections, Eastern Kentucky Correctional Complex, #1, US 460 Index Hill, West Liberty
- ☐ CO-FK Bush Bldg, Justice Cabinet—Office of General Counsel, 403 Wapping Street, Bush Bldg, Frankfort
- ☐ CO-FK Career Dev Ctr, Corrections—Central Office, Frankfort Career Development Center, 380 Coffee Tree Road, Frankfort
- ☐ CO-FK Cor Industries, Corrections—Central Office, Kentucky Correctional Industries, 1041 Leestown Road, Frankfort
- ☐ CO-Green River CC, Department of Corrections, Green River Correctional Complex, 1200 River Road, Central City
- ☐ CO-KSP, Eddyville, Department of Corrections, Kentucky State Penitentiary, 266 Water Street, Eddyville
- ☐ CO-KSR, Parole Bd Rm, Kentucky State Reformatory, 3001 West Highway 146, Room 113B, LaGrange
- ☐ CO-KSR229-CPTU 129, Kentucky State Reformatory, 3001 West Highway 146, Room 229 and CPTU B 129, LaGrange

THIS IS NOT A COMPLETE LIST. IT IS FOR ILLUSTRATION PURPOSED ONLY. Please refer to www.kyvideo.org for a current listing.